
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All Elected Assessing Officials and their Employees and Vendors

FROM: Carol Johns, Assistant Director of Assessments

DATE: September 17, 2009

SUBJECT: IAAO USPAP Class October 20-22

The Department of Local Government Finance (DLGF) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor an IAAO 151 Uniform Standards of Professional Appraisal Practice (USPAP) class as a continuing education offer to all assessing officials October 20-22, 2009.

The DLGF will pay the registration fees for **two employees** from each Township or County to attend these sessions. Eligible registrants are County Assessors and/or Deputies, Elected Township Assessors who survived the referendum and/or their Deputies, County Auditors and appointed members of the PTABOA. All others (vendors or non-elected individuals) must submit a check for \$375.00 **once they have a confirmed seat in the class.**

In order for the DLGF to pay the registration, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement. **Those who do not attend the entire course or do not take the exam will be responsible for payment of the registration fee to ICIAAO. Anyone who registers for the course and cancels within ten days of the class* or who does not attend any part of the course, without specific approval from ICIAAO, will also be responsible for payment of the registration fee. *Emergency situations will be taken into consideration, and if there is a wait list and the spot can be filled, no fee will be charged to the person cancelling.**

Registration will be on a first come first serve basis and will be held to a maximum of 50 people and a minimum of 25 people. **No on-site registration will be accepted. A minimum of 25 people must be registered for a class to be held. If we do not have 25 people ten days before the start date of the class, the class will be cancelled and you will be notified by e-mail.**

COURSE DESCRIPTION

Course 151: USPAP is a workshop covering materials from The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice which includes: Definitions, Preamble, Ethics Rule, Competency Rule, Departure Rule, Jurisdictional Exception Rule, Supplemental Standards Rule, and Standards 1 through 10. Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP). This workshop includes an exam. **You will receive 15 hours of continuing education credit.**

TIMES

Classes will begin promptly at 8:00 AM and end at 5:00 PM Indianapolis time. On Thursday, the examination will begin at 8:00 AM and convene at 12:00 PM.

OVERNIGHT LODGING

The DLGF will not be responsible for overnight lodging reservations. The registrant shall take total responsibility for his/her own arrangements.

Indianapolis - Holiday Inn East (317) 359-5341

6990 E 21st Street, Indianapolis, IN 46219

Directions: Take I-70 east to the Shadeland Ave Exit. Turn south on Shadeland to 21st Street. The Holiday Inn is on your right-hand side. If you are coming from the north or south on I-465, take the Shadeland Avenue exit, and follow Shadeland Avenue to 21st Street. Turn west (right from the north, left from the south) onto 21st Street.

PER DIEM

In accordance with the rules promulgated by the DLGF governing the payment of travel expenses associated with approved training sessions, a township assessor (and their deputies), a county assessor (and deputies), a county auditor or a PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

REGISTRATION

On-site registrations will not be accepted! Please complete a copy of the attached registration form for all individuals who plan to attend each class. All registration forms **MUST BE POSTMARKED or FAXED** no later than two weeks prior to the class. **Please check the individual registration forms for deadlines for each class.** The class will be filled on a first come, first served basis with the fax time stamp or postmark used to determine the class roster. Once a class is filled (50 people maximum), registrants will be placed on a wait list. The position on the wait list will be determined by the time stamp on the fax or the postmark on the envelope.

REGISTRATION FEE

Registration for the class is **THREE HUNDRED AND SEVENTY-FIVE DOLLARS (\$375.00).**

Registrants who qualify for DLGF payment DO NOT include payment for registration. All others (vendors) must include payment at the time they are confirmed in the class. Checks should be made out to: Indiana Chapter of IAAO or ICIAAO.

SPREAD THE WORD

In an effort to provide all members of the assessing community with the opportunity to receive this information, please share the contents of this notification with your **entire** staff as well as your county PTABOA (Property Tax Assessment Board of Appeals) members and the elected Township Assessors who survived the referendum.

REGISTRATION FORM

Please register me for the IAAO 151 Uniform Standards of Professional Appraisal Practice (USPAP) Class to be held October 20-22 at the Holiday Inn East in Indianapolis.

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6990 E 21st Street, Indianapolis, IN 46219

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Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: (H): _____ **(B):** _____ **(C):** _____

E-Mail Address: _____

Title : _____

Name of Company: _____

Fax or mail this form to:
Donna Bratcher
Department of Local Government Finance
100 North Senate Avenue, Room N-1058
Indianapolis, IN 46204
Fax: 317/232-8779